

6 JUL 1962

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MEMORANDUM FOR: Comptroller

SUBJECT : Program Reviews by Financial Policy and Budget Committee

REFERENCE : Undated document entitled, "Notes for Committee Consideration - 5/15% Review," para. 2, Records Retirement

1. A response to the reference is attached.
2. The attached presentation indicates a net increase at the present time of about 8,000 cubic feet of records at the Records Center per year. Based upon a Records Center capacity of 103,320 cubic feet with 78,045 cubic feet presently on hand, we would run out of space at the Records Center in about three years. Paragraph 5 of the attachment includes measures designed to reduce the rate of growth at the Records Center. In addition to this I am asking the CIA Records Administration Officer to keep me advised periodically regarding the rate of growth in order to permit Agency officials to act intelligently on this matter before we outgrow our existing space. I believe we should strive to match annual accumulations with annual destructions in order to obviate the need for expansion of our records setup.

H. Gates Lloyd  
Acting Deputy Director  
(Support)

Attachment:  
Memo to A-DD/S fr CIA RAC  
ata 29 June 62, same subject

cc: CIA Records Administration Officer w/o att